

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"

Position Title: Residential Appraiser
Position Number: 58108283
Division: Property Assessment
Grade/Salary: 11 / \$11.26 – \$13.57 / hr DOQ
*Training Assignment at 10 / \$10.33 – \$12.43 / hr DOQ
Type of Employment: Permanent/Full-time
Location: Virginia City
Union: Yes
Supplement: No
Hiring Supervisor: Mark Olson
Closing Date: November 9, 2006

Special Information: Significant travel and a valid driver's license are required. Residential Appraisal and certification provided by the department and must be successfully completed within one year.

Role Summary and Duties: Serve as a contact for taxpayer inquiries; contact customers for compliance; review of individual residential property. Work involves the search and discovery of properties; assist other appraisers with gathering and verifying information for residential land valuation, gathering and verifying information for residential sales comparison. May represent the department in appeal hearings and/or participate in the dispute resolution process.

Competencies: Demonstrated knowledge of appraisal principles, personal property valuation, building construction or equipment and leases preferred. Strong mathematical skills required; demonstrated ability to interpret and apply federal/state statutes, Administrative Rules and state policies and procedures. Demonstrated knowledge and ability in negotiation and conflict resolution techniques; to research, collect data, and prepare necessary reports; organization techniques; analytical skills; word processing, spreadsheet, database, and software applications/program; ability to provide timely and effective written, oral, and interpersonal communications; to think creatively and recommend innovative solutions; proactively focus efforts and energy on successfully attaining goals and objectives; assuming accountability for decisions, actions, and results; and following issues through to completion.

Education and Experience: The above competencies are typically acquired through high school graduation, three years experience in construction, real estate or closely related field.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 /Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such

accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Additional Application and Selection Process:

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE

Reference Background Check Authorization Form

Applicants Name: _____
(please type or print)

Social Security Number: _____ Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references. I also understand that I am required to complete a fingerprint card so that a background check can be conducted.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue. I understand that the purpose of this background check is for employment purposes only.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ Date: _____